

# Member Standards Complaint Form

## Complainant Information

### Complainant Type

Please indicate which type of complainant is submitting this complaint.

(Note: Municipal Council's may only submit a complaint with a copy of a certified council resolution authorizing that a complaint be submitted against the named Defendant)

- MMA Member
- Municipal Council

Name:

Mailing Address:

Community:

Postal Code:

Email Address:

## Defendant Information

Name:

Mailing Address:

Community:

Postal Code:

Email Address:

## Complaint Type

Please select ONE of the following reasons for this complaint. Only one complaint can be submitted per form. Additional complaints must be submitted separately.

I believe the Defendant has:

- failed to comply with the by-laws or policies of the MMA.  
violated the MMA's Professional Code of Conduct.  
engaged in actions which are deemed detrimental to the purposes, aims, or objectives of the MMA.  
been convicted of a criminal offense.

## Complaint Details

If your complaint is related to the violation of MMA's by-laws, policies, please indicate the specific by-law or policy and the specific clause number that you believe has been violated. (250 characters or less)

If your complaint is related to violation of the MMA's Code of Conduct, please indicate the specific code statement that you believe has been violated. (250 characters or less)

When did the alleged violation occur?

Date:

or

Time Period: From \_\_\_\_\_ to \_\_\_\_\_

Please describe the nature of your complaint providing specific details that demonstrate how the conduct of the Defendant violates the MMA's member standards. (1000 words or less)

Please list and briefly describe each and every piece of evidence you are submitting in support of your complaint.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please list by name and briefly describe the relationship to the Defended for each Witness Attestation you are submitting in support of your complaint.

1.	
2.	
3.	
4.	
5.	

## **Complainant Attestation**

Please review each statement below before signing. By signing this document, you demonstrate your agreement with all of these statements.

- To the best of my knowledge, this violation has not been previously adjudicated by the MMA Member Standards Enforcement Program.
- To the best of my knowledge, all information submitted as a part of this complaint is accurate, truthful, and submitted without malicious intent.
- I acknowledge that submitting false or misleading information as part of this complaint would be a violation of the MMA Code of Conduct and subject to Member discipline.
- I acknowledge that this document is not confidential once submitted to the MMA and: will be seen by both the Complainant and the Defendant; may be used in a public panel hearing; and will be retained by the MMA as a corporate record according to the association's policies.

Complainant Name: (please print)

Complainant Signature:

Date:

Once complete, this form can be submitted with any other evidentiary documentation as part of a Member Standards Complaint package to [info@municipaladministrators.ca](mailto:info@municipaladministrators.ca). Please include all documents in one email where possible. If they must be submitted in multiple emails, please ensure that all emails indicate that they are related to this completed form.

Any questions about this form or the Member Standards Enforcement process can be directed to the same email address.